

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 18**

**July 19, 2001**

**SUBJECT: RISK MANAGEMENT GROUP - ESTABLISHED**

**PURPOSE:** The United States Department of Justice and the City of Los Angeles have entered into a legally binding agreement known as the Consent Decree. One provision of the Consent Decree, which was derived from the Department's Board of Inquiry, is that oversight of the Department's risk management efforts must be centralized with a staff officer whose primary mission is to focus on risk assessment.

This Order establishes Risk Management Group (RMG) and revises Risk Management Division's (RMD) functions and responsibilities.

**PROCEDURE:**

**I. RISK MANAGEMENT GROUP - ESTABLISHED.** Risk Management Group is activated under Human Resources Bureau (HRB).

**A. Risk Management Group - Function.** Risk Management Group is responsible for providing staff-level oversight to RMD and administering the Department's risk management and assessment programs.

**B. Risk Management Group - Organization.** Risk Management Group is composed of:

- \* Office of the Commanding Officer;
- \* Administrative Unit; and,
- \* Risk Management Division.

**C. Risk Management Group - Commanding Officer.** The Commanding Officer, RMG, under the direction of the Commanding Officer, HRB, exercises line command over the operations of RMG, exercises staff responsibility over matters within the jurisdiction of RMG, and has functional responsibility over the Training Evaluation and Management System (TEAMS). The Commanding Officer, RMG, acts as the Risk Management Chief Investigator at the scene of Department-involved incidents having the potential to generate civil liability. In addition, the Commanding Officer, RMG, is the final reviewing authority for all non-categorical use of force incidents and pursuit

investigations that are not under the purview of another staff officer.

**Note:** The completion, processing, and review of non-categorical use of force and pursuit administrative investigations are addressed in separate Department directives.

**II. RISK MANAGEMENT DIVISION - REVISED.** Risk Management Division is activated under RMG, HRB.

**A. Risk Management Division - Functions.** Risk Management Division is responsible for:

- \* Providing investigative support to the Office of the City Attorney in response to pending or active civil claims and lawsuits related to police actions;
- \* Maintaining liaison with the Office of the City Attorney to reduce the Department's risk of civil liability;
- \* Coordinating responses to civil discovery requests as well as responding to criminal and civil motions to produce confidential peace officer personnel records;
- \* Developing, implementing, and coordinating the Department's risk management and assessment programs, including TEAMS, and other strategies to reduce liability exposure; and,
- \* Providing timely risk management information to Department managers.

**B. Risk Management Division - Organization.** Risk Management Division is composed of:

- \* Office of the Commanding Officer;
- \* Risk Management Section;
- \* Employee Relations Section;
- \* Civil Investigation Section; and,
- \* Discovery Section.

**C. Risk Management Division - Commanding Officer.** The Commanding Officer, RMD, under the direction of the Commanding Officer, RMG, exercises line command over the operations of RMD and exercises staff

responsibility over matters within the jurisdiction of RMD.

**D. Risk Management Division - Special Duties.** In addition to the special duties outlined in Special Order No. 6, January 31, 2000, *Risk Management Division - Established*, RMD is also responsible for the following:

- \* Ensuring that the information entered into and maintained in TEAMS is consistent with established protocol and applicable laws;
- \* Ensuring that TEAMS is properly programmed to generate reports and perform queries to provide information according to established risk assessment protocol;
- \* Providing training and system support to Department authorized TEAMS users in conjunction with Information Technology Division, and Information and Communications Services Bureau; and,
- \* Preparing work history summary reports of potentially at-risk personnel for evaluation by the Risk Management Executive Committee.

### **III. RADIO UNIT DESIGNATION AND CORRESPONDENCE REFERENCE NUMBERS.**

**A. Risk Management Group/Risk Management Division - Unit Designation.** The radio unit designation for the Commanding Officer, RMG, shall be "Staff 3E." All other personnel assigned to RMG, including RMD, shall be identified as "15H" followed by the numerical designation assigned by the Commanding Officer, RMG.

**B. Risk Management Group/Risk Management Division - Correspondence Reference Number.** Risk Management Group is assigned correspondence Reference Number 2.4. Risk Management Division is assigned correspondence Reference Number 2.4.1. Official correspondence addressed to, or initiated by, RMG/RMD shall bear the assigned reference number.

**AMENDMENTS:** This Order amends Sections 2/065, 2/093.95, 2/185.5, 2/214.27, 2/501, 2/570.05, 2/580, 2/580.10, 2/580.15, 3/210.63, 3/211.45, 3/211.47, 3/218.30, 3/218.60, 3/406.10,

3/408.27, 3/425.10, 3/425.20, 3/425.30, 3/780.40, 3/782.10, 3/782.30, 3/782.50, 4/110.20, 4/284.35, 5/030.50, and 5/080.96 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, HRB, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

**BERNARD C. PARKS**  
**Chief of Police**

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